

# **SPECIAL PROVISIONS**

## **LEARN AND SERVE AMERICA: SCHOOL-BASED PROGRAMS STATE EDUCATIONAL AGENCIES**

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### **1. PURPOSES OF GRANT.**

Learn and Serve America: School-Based Program Grants are to assist in developing high-quality service-learning programs in elementary and secondary schools. Learn and Serve America supports school-based programs of Local Education Agencies (LEAs) and their community partners that provide youth with opportunities to learn and develop their own capabilities through service learning. Service-learning is an educational method which engages young people in service to their communities as a means of enriching their academic learning, promoting personal growth, and helping them to develop the skills needed for productive citizenship. The goals of these Grants are to fund programs that:

- a. Encourage elementary and secondary school teachers to create, develop, and offer service-learning opportunities for all school-age youth;
- b. Educate teachers about service learning and incorporate service-learning opportunities into classrooms to enhance academic learning;
- c. Coordinate the work of adult volunteers in school;
- d. Introduce young people to a broad range of careers and expose them to further education and training;
- e. Hire service-learning coordinators to assist with identifying community partners and implementing school-based service-learning programs;
- f. Provide the technical assistance and information to facilitate the training of teachers who want to use service-learning in their classrooms; and
- g. Assist local partnerships in the planning, development, and execution of service-learning projects.

## **2. USE OF FUNDS.**

Grant funds may be used for:

- a.** Training for teachers, supervisors, parents, trainers and personnel from community-based agencies, conducted by qualified individuals and organizations experienced in service learning;
- b.** Developing service-learning curricula to be integrated into academic programming;
- c.** Forming local partnerships to develop diverse school-based service learning programs;
- d.** Devising appropriate methods for research and evaluation of the educational value of service-learning activities and the effect of service learning on communities;
- e.** Researching statewide initiatives to build State capacity;
- f.** Establishing effective outreach and dissemination efforts to ensure the broadest possible involvement of educators and community-based agencies with demonstrated effectiveness in working with school-age youth in their communities.
- g.** Implementing, operating, and expanding service-learning programs through Grants to local partnerships which may include paying for the cost of the recruitment, training, supervision, placement, salaries, and benefits of service-learning coordinators;
- h.** Planning local school-based service-learning programs through Grants to Local Educational Agencies (LEAs), including paying the costs of (1) salaries and benefits of service-learning coordinators and (2) recruitment, training, supervision, and placement of service-learning coordinators who may be participants in the AmeriCorps program or who may receive an AmeriCorps educational awards; and
- i.** Implementing, operating, and expanding school-based programs involving adult volunteers to use service learning to improve the education of students, through Grants to local partnerships.

## **3. IMPLEMENTATION OF PROGRAM DESIGN.**

Unless otherwise approved by the Corporation as specified in Clause 16 of the General Provisions, the Grantee agrees to implement the program design described in its approved

application, including, but not limited to, the number and type of participants targeted in the application, targeted number of service-learning hours, the service learning activities, and the management structure.

#### **4. LOCAL PARTNERSHIPS.**

- a. Planning School-Based Service-Learning Programs.** LEAs are the only entities eligible to apply to State Educational Agencies (SEAs) for sub-grants in order to plan school-based service-learning activities.
- b. Implementing, Operating, or Expanding School-Based Service Learning Programs.**
  - i.** Partnerships that include an LEA and one or more community partners are the only entities eligible to apply to SEAs for subgrants in order to implement, operate, or expand school-based service-learning programs.
  - ii.** The partnership must include a public or private nonprofit organization that has demonstrated expertise in meeting educational, public safety, human, or environmental needs. In addition, the nonprofit organization must have been in existence for at least one year before applying for a sub-grant and must make projects available to student participants.
  - iii.** The partnership may include a private for-profit business or private elementary or secondary school.
- c. Implementing, operating, or expanding Adult Volunteer Programs.**

Partnerships that include an LEA and one or more public or private nonprofit organizations, other educational agencies, or private for-profit businesses that coordinate and operate projects for student participants are the only entities eligible to apply to SEAs for subgrants in order to implement, operate, or expand adult volunteer programs.
- d. Assurances.** For School-Based Programs, as required by 45 C.F.R. 2516.410(d), the Grantee must assure that the LEA in a Local Partnership will serve as the fiscal agent.

#### **5. TRAINING AND SUPERVISION.**

- a. General.** The Grantee must ensure that participants receive the training, skills, knowledge and supervision necessary to perform the tasks required in their assigned service learning projects.
- b. Service-learning.** The Grantee must ensure that the program provides participants with an opportunity to reflect on their service learning experiences. The Grantee must use service learning experience to help participants achieve the skills and education needed for productive, active citizenship.

- c. Supervision.** The Grantee must provide participants with adequate supervision by qualified supervisors in accordance with the approved application.

## **6. PROGRAM PARTICIPANTS.**

Participants must be students. Participants will participate in projects carried out by local educational agency partnerships.

## 7. REPORTING REQUIREMENTS.

- a. Progress Reports.** Grantees must submit timely Progress Reports in accordance with Corporation guidelines according to the following schedule:

<u>Period Covering</u>	<u>Report Due</u>
July 1 - December 31	February 1
January 1 - June 30	August 1

All Progress reports must be submitted to:

The Corporation for National Service  
Learn and Serve America  
8<sup>th</sup> Floor  
1201 New York Ave., N.W.  
Washington, DC 20525

- b. Financial Status Reports.** Grantees must submit the Standard Form 269, "Financial Status Report," (FSR) to report the status of all funds. Grantees must submit timely cumulative Financial Status Reports in accordance with Corporation guidelines according to the following schedule:

<u>Period Covering</u>	<u>Report Due</u>
July 1 - December 31	February 1
January 1 - June 30	August 1

All Financial Status Reports must be submitted to the Corporation's Service Center for the Grantee's area.

- c. Final Progress Reports.** Programs completing the final year of their Grant must submit, in lieu a semi-annual progress report, a final progress report that is cumulative over the entire Grant period. This progress report is due 90 days after the close of the Grant.
- d. Final Financial Status Report.** Programs completing the final year of their Grant must submit a final FSR that is cumulative over the entire Grant period. This FSR is due 90 days after the close of the Grant.

## 8. FUNDING GUIDELINES.

There are five basic requirements concerning funding for school-based service-learning programs:

- a.** The Corporation share of the total cost of carrying out a funded program may not exceed:
- i.** **ninety percent** for the first program year,

- ii. **eighty percent** for the second program year,
  - iii. **seventy percent** for the third program year, and
  - iv. **fifty percent** for the fourth program year and any subsequent program year.
- b. Each Grantee shall provide for the remaining share of the cost of carrying out a funded program through payment in cash or in-kind, and may provide for such share through State, Local, or Federal sources other than funds made available under National Service Laws.
- c. A State Educational Agency and its sub-grantees carrying out the service-learning program, combined, may spend on administrative costs for any fiscal year no more than five (5) percent of the total Grant funds expended.
- d. A State Educational Agency must spend between 10 and 15 percent of the total Grant on planning and capacity building through training, technical assistance, curriculum development, and coordination activities. The Corporation may permit an increase in the percentage up to 20 percent.
- e. Stipends, allowances, post-service benefits, or other financial support may not be paid to any program participant except as reimbursement for transportation, meals, and other reasonable out-of-pocket expenses directly related to program participation. This applies to both the federal and non-federal share of the total cost of the program. Minor expenses for identification of service-learning participants or recognition of excellent or outstanding participant service are allowable.

**CORPORATION FOR NATIONAL SERVICE  
CIVIL RIGHTS STATEMENT REGARDING  
VOLUNTEERS, SERVICE PARTICIPANTS AND OTHER BENEFICIARIES**

We continue to maintain the policy stated in our June 6, 1994 Civil Rights Statement:

Recognizing that the fabric of our society is strengthened by the diversity of its citizens, the policy of the Corporation for National and Community Service is to ensure a mutual respect for all differences among us. Participation in the Corporation and its programs and projects will be based on merit and equal opportunity for all, without regard to factors such as race, color, national origin, sex, sexual orientation, religion, age, disability, political affiliation, marital or parental status, military service, or religious, community, or social affiliations.

By adhering to this policy, the Corporation will be able to foster civic responsibility, strengthen the ties that bind us together as a people, and provide educational opportunity for those who make a substantial commitment to service.

This policy applies to programs and projects we conduct, as well as those receiving federal financial assistance from us. For civil rights purposes, all programs and projects funded or receiving volunteers or service participants under the National and Community Service Act, as amended, or the Domestic Volunteer Service Act, as amended, are programs or activities receiving federal financial assistance. Any grantee found to have unlawfully discriminated against a volunteer, service participant, client, employee or beneficiary of such a program or project will be subject to a finding of noncompliance and administrative procedures which may result in termination of federal financial assistance from the Corporation and all other federal agencies.

Any volunteer, service participant, client, employee or beneficiary of a program or project who believes he or she has been subjected to discrimination in violation of nondiscrimination provisions of applicable laws, regulations or this policy may raise his or her concerns with the Corporation's Equal Opportunity Office. However, discrimination claims not brought to the attention of our Equal Opportunity Office within 45 days of their occurrence may not be accepted in a formal complaint of discrimination. Our Equal Opportunity Office may be reached at (202) 606-5000, extension 312 (voice), (202) 565-2799 (TDD), [eo@cns.gov](mailto:eo@cns.gov), or through [www.nationalservice.org](http://www.nationalservice.org).

The Corporation's Equal Opportunity Office attempts to resolve concerns about discrimination promptly and when possible uses an informal conciliation process to do so. We encourage, but do not require, volunteers, service participants, and other beneficiaries to first bring concerns about discrimination to the director or appropriate personnel of the program or project. We likewise encourage directors of programs and projects to facilitate prompt resolution of these concerns.

Directors of all programs and projects are requested to provide a copy of this policy to all volunteers or service participants.

[signed December 6, 1999]

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Harris Wofford  
Chief Executive Officer



## **CORPORATION FOR NATIONAL SERVICE POLICY AGAINST SEXUAL, RACIAL, NATIONAL ORIGIN, OR RELIGIOUS HARASSMENT**

Our policy is to provide work and service environments free from sexual, racial, national origin, or religious harassment. Whether in Corporation or grantee offices, in other work- or service-related settings such as service sites, training sessions, or site visits, or at work- or service-related social events, such harassment is unacceptable.

Sexual harassment involves unwelcome sexual advances, requests for sexual favors, or any verbal, physical or graphic conduct of a sexual nature when:

- (1) submission is explicitly or implicitly a term or condition of employment or service;
- (2) submission or rejection is a basis for work or service decisions; or
- (3) such conduct has the purpose or the effect of interfering with work or service performance or creating an intimidating, hostile, or offensive work or service environment.

Slurs and other verbal or physical conduct relating to an individual's race, national origin or religion also constitute harassment when that conduct's purpose or effect is to interfere with work or service performance or create an intimidating, hostile, or offensive work or service environment.

We expect Corporation and grantee supervisory and management personnel to immediately take appropriate action to prevent or stop any harassment of employees, service participants, or clients of which they become aware, whether the harassing conduct is by employees, service participants, or outside individuals such as service site or contractor personnel. Also, we will not retaliate or tolerate any attempt at retaliation against a person who raises harassment concerns in good faith. Any Corporation employee who violates our policy against harassment, or asserts a false claim of harassment with a malicious intent, will be subject to appropriate disciplinary action, up to and including termination. Any grantee that permits harassment in violation of this policy will be subject to a finding of noncompliance and administrative procedures that may result in termination of federal financial assistance from the Corporation and all other federal agencies.

Persons who believe they have been subjected to harassment in violation of non-harassment provisions of applicable laws, regulations or this policy may raise their concerns with our Equal Opportunity Office. However, claims of unlawful harassment not brought to the attention of our Equal Opportunity Office within 45 days of their occurrence may not be accepted in a formal complaint of discrimination. Our Equal Opportunity Office may be reached at (202) 606-5000, extension 312 (voice), (202) 565-2799 (TDD), [eo@cns.gov](mailto:eo@cns.gov), or through [www.nationalservice.org](http://www.nationalservice.org).

We encourage, but do not require, volunteers, service participants, and other beneficiaries to first bring concerns about harassment to the director or appropriate supervisory personnel of the program or project. We likewise encourage programs and projects to facilitate prompt resolution of these concerns.

Directors of all programs and projects are requested to provide a copy of this policy to all volunteers or service participants.

[signed December 6, 1999]

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Harris Wofford  
Chief Executive Officer